



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Health Information Scanning/Release of Information Clerk

Location: Lac Courte Oreilles Community Health Center

Salary Range: \$11.00 – \$13.50 per hour

Hours: Monday – Friday 8:00am – 4:30pm

Posting Date: December 21, 2015

Closing Date: January 8, 2016

Description of Position:

This position is responsible for carrying out a variety of health information functions. The employee performs duties related to the receipt, scanning, filing, release of information and proper disposal of health and administrative information. Timeliness, accuracy, and organizational skills are essential to ensure that information becomes available for patient care. Communication skills are required to properly coordinate record transfers, record follow-up, and record scanning functions with clinical team members. This position has a great deal of responsibility, as they hold the keys to access information used to deliver health care information to patients. Must have the ability to work in a fast-paced environment, handle a large workload, and provide excellent customer service skills.

Qualifications:

- Two (2) years professional degree preferred in Health Information
- Experience in Health Information scanning and release of information required
- Possess strong computer skills on Word, Excel, and Outlook
- Possess strong communication skills
- Must have strong independent skills and ability to work without constant supervision
- Must be detail orientated
- Knowledge of Medical Terminology and understanding of clinical terms required
- Ability to work with other health care professionals
- Mantoux TB test current
- Completed Hepatitis B series
- Must be able to pass a background check
- Mandatory position attendance is required for this position

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations
- Valid WI Driver's License
- Must be able to pass pre-employment drug screening and subject to random drug screening after hired.

Major Duties and Responsibilities:

1. Protects the security and confidentiality of all patient information according to clinic policies and HIPAA guidelines.
2. Answers phone calls for the HIM department and provides appropriate information to the caller.
3. Retrieves patient medical records for physicians, technicians, or any other medical personnel.
4. Spends 50% of day (4hrs) scanning documents into the E.H.R. with 100% accuracy.
5. Spends 40% of day (3hrs) releasing information to third parties after legitimacy of the request is established. Maintains ROI logs and follows up on collection of fees for ROI.
6. Spends 10% of day (1hr) maintaining filing area, collecting department mail, sorting loose health record documents according to provider, and delivering documents to providers for signatures.
7. Responsible for reporting Adverse Incidents
8. Accepts additional duties as assigned by Health Information Manager.

Supervision and Guidance:

The Health Information Scanning/Release of Information Clerk will work under the direct supervision of the Health Information Management Director with oversight by the Medical Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

12/21/2015